

GRANT PACKAGE REVIEW CHECKLIST

PPS Shopping Cart Number 1000013393

S&T Code: 311 S&T POC/Phone Number: Knox Millsaps

Reviewer's Name: Luke Bill

You have been assigned a grant package. The following outlines the steps and processes for reviewing a grant package:

ITEM	INCLUDED	INSTRUCTIONS
1. Shopping Cart (SC) – Go to ERP Portal: https://ep.erp.navy.mil/irj/portal	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>PIC #1 Open PPS Portal-click on the ONR PPS tab.</p> <p>PICs #2-3 To view and print your PR/PO Summary Report, Click on the Intermediate Screen for Grants/FBO icon- Click on the PR/PO Summary Report: Tick the radio button next to Single, type in Shopping Cart number on the Purchase Requisition Number-Generate Report-Convert to Adobe PDF</p> <p>PIC #4 Sample PR/PO Summary Report attached (3 pages long)</p> <p>PICs #5-6 Save a copy of the PR/PO Summary Report as a PDF using the last 5 digits of the Shopping Cart Number. This will need to be uploaded to PPS later after the PO has been created.</p>
2. Purchase Order (PO) Creation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>PIC #7 To create a PO-click Purchasing tab located on top, a selection of options will pop up on the left side of the screen. Click on the 2nd option called Purchasing tab. Click on All (#) next to Purchase Orders and select Carry out Sourcing on left. A new window titled, "Assign Sources of Supply will open up in a separate window.</p>

		<p>PIC #8 Step 1 (Select Requisition), enter SC# (this can be found on the PR/PO Summary Report), it will be a 10-digit number beginning with the number “1”. Click “Search”.</p> <p>PIC #9 Click “Select All” to highlight the items below in blue. Click “Next” at the top to move to Step 2 (Assign Sources of Supply).</p> <p>PIC #10 Click “Expand All”. Verify supplier is the same on all non-outline lines. There should only be one supplier listed- <i>Critical – check that Supplier Number is populated.</i> Click “Select All.” Then click on “Create Draft.” The word “Purchase Order” will appear below.</p> <p>PIC #11 Click on “Purchase Order”. Verify only one Local Purchase Order line is created. Select “Transaction Type.” Click on “ZGRT: Grant Award”. Click on “Edit Selected Drafts” at the top, copy down the “Smart Number” and “Purchase Order Number” onto the PR/PO Summary Report. Click “Save”.</p>
<p><i>Your PO is now created; Log on to the below to obtain screenshots to consolidate in MS Word. This will have to be uploaded in PPS thereafter.</i> PIC #12</p>		
3. SAM - https://www.sam.gov/SAM/	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>PICs #13-16 Log on to SAM, click on View Details and take a screenshot. Copy and Paste on MS Word.</p>
4. FAPIIS -- FAPIIS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>PICs #17-19 Type in Cage Code or DUNS number; verify that two questions have been answered YES and NO in that order; Copy and Paste on MS Word.</p>
5. EDA -- https://wawf.eb.mil/	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>PICs #20-23 Click on the Contract Load Notification link and enter the Grant Number. Populate the E-mail address, first and</p>

		last name of the Business POC, Principal investigator and the Technical Representative. Ensure that the box is checked next to “Check this box to notify this single list for all contract activity including modifications and delivery orders. Click “Submit”
Upload the following documents to PPS: EDA-FAPIIS-SAM PR/PO Summary Report	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	PICs #24-30 Click on the <i>Purchasing Tab</i> icon located on top of the page Click on <i>Purchasing</i> located on the left side of the screen Click on the <i>All</i> link next to Purchase Orders. The Purchase Order Name box will already be pre-populated with the Smart/Grant number since the PO has already been created Scroll down at the bottom of the page and click on the <i>PO number link</i>
<i>You have determined that the PO created is grant appropriate and you are ready. Review your electronic file package supporting documents. Go to “Notes and Attachments.”</i> PIC #30		
1. RATE AGREEMENTS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	All performers (universities, non-profits & for profits) must furnish a current federally negotiated rate agreement. If agreement is not submitted, specialist or PO must request agreement and uploaded to PPS.
2. Long Range BAA (LRBAA)/Funding Opportunity Announcement (FOA)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A copy of the announcement should be uploaded to PPS.
3. Technical Evaluation (TE)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Electronic file should include a copy of the PO’s TE. This form is mandatory starting with FY2019 Announcements.
4. Program Office (PO) Checklist	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	PO Checklist should be part of the electronic file submission.
5. Tax Liability Certificate	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Tax Cert should be part of the electronic file submission. Both boxes should be marked “is not.”
6. Lobbying Certificate and/or Block 17 checked	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Lobbying Cert required for all actions greater than \$100,000 or by completing block 17 of the Application for Federal Assistance, SF 424 R&R, the grant

		applicant is providing the certification on lobbying required by 32 CFR Part 28.
7. SF 424 Grant Application	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Outlines grantee's request.
8. Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Biographies (BIOS)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bios should be part of the electronic file submission.
9. Project Abstract / Project Summary	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Part of electronic file submission.
10. Budget / Research and Related Budget	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Part of electronic file submission. Make sure no profit/fee for prime.
11. Key Personnel	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Part of electronic file submission.
12. Other Project Information (Animal, Human & rDNA) Other Project Information (Animal, Human & rDNA) Is Animal, Human Subject Research, or rDNA research proposed?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If YES: All efforts that involve human, animal, or rDNA research must go to Sevgi Bullock/Code 34 for approval; and legal review is required. Award cannot be issued until all required documentation has been received and approved.)
13. Personal Data / Research and Related Senior Key Person Profile	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Part of electronic file submission.
14. Technical Proposal	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Technical Proposal contains detailed description of effort to be performed and the proposal does not include: data right assertions, deliverables (other than reports), classified work, ITAR and export controls, or profit/fee for prime.
15. Cost Proposal / Budget Justification	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Cost Proposal includes Budget Justification for: <ul style="list-style-type: none"> • Direct labor (labor category, est. effort/time, salary) • Indirect rates & cost • Equipment (itemized w/associated cost, item over \$5K, provide basis of estimate and vendor quote or contact information) • Travel: provide destinations, purpose, duration, # of travelers, and basis of estimate (i.e., past experience, forecast, etc.) Other Direct Costs (ODCs) such as: Consultants with loaded hourly or daily

		rate, materials w/description, publications, tuition, etc.
16. Merged File All documents are in the merged file.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Part of electronic file submission. Some of the documents outlined above may be part of the merged document and not provided as separate files.
17. Is grant for a conference/workshop/symposium?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conference/workshop/symposium should not be for an ONR, Navy or DoD events.
a. Are there other non-DoD sponsors of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
b. Does the request include funds to pay for food or beverages?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Funds for food and drink NOT allowed.
18. Are options proposed? If yes, base & option tasks, and budget must be defined in the proposal.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
19. Sub-recipients	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	<p>a. Costs are a separate line item (not included under direct labor), and shall submit a detailed cost proposal along with a budget justification.</p> <p>b. When a Federal Agency acts as a sub-recipient, do not include funding in proposed budget. Send funding directly to Agency via a MIPR.</p> <p>(Contact Code 08/Financial Management)</p>
20. Computer/Laptop Purchases	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	<p>For computer/laptop purchases, provide:</p> <p>(1) Justification and statement from the recipient indicating why organization cannot provide computers/laptops and will be an integral part of research effort, and</p> <p>(2) Statement from the Program Officer that the computers/laptops are necessary for the successful completion of the research effort and the cost is reasonable.</p>
21. FUNDING	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is this proposal funded with non-ONR funding? IF YES, UPLOAD MIPR DOC TO PPS as an attachment.

22. GOVERNMENT FURNISHED PROPERTY (GFP)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is Government Furnished Property (GFP) proposed and is it to be used in this award? If yes, Program Office should indicate availability of the GFP ON PO CHECKLIST.
IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM AND/OR ITS CONTENT, CONTACT VANESSA.SEYMOUR@NAVY.MIL OR VERONICA.LACEY@NAVY.MIL		

Notes/Comments:

PIC #1

Go to the ERP Portal
Click on *ONR PPS* tab

Home - SAP NetWeaver Po... x

Convert Select

William ROSSER, LARA

NAVY ERP

Home Access Enterprise Employee Self-Service Training **ONR PPS** Help Logout

Home

12:03

History Back Forward

Need Help?

Search the Navy ERP Knowledge Content

Search

See these links for additional information:

- Navy ERP Help Desk
- Navy ERP Knowledge Center
- Navy ERP User Documentation
- Navy ERP Public Web Site

Accessibility/Section 508 Statement

What's New

May 2019

Special Notice

Navy ERP users should be aware the Business Warehouse BSO Fund Status Report is returning inaccurate results. Users should refrain from executing the Business Warehouse BSO Fund Status Report until the known data discrepancies have been resolved. In the interim, users should execute the ZPSR03 Report to obtain accurate and reliable status of funds data.

Homeland Security Presidential Directive 12 (HSPD-12) requires Federal departments and agencies to use strong authentication credentials for network and IT system access. Therefore, all Navy NPSNET webistes and applications are now in the process of being configured to accept the FIV Auth certificate for authentication instead of the identity certificate or the email certificate. By 29 February 2020, there will be no Navy NPSNET webistes, applications, networks or IT systems accepting the identity certificate or email certificate for authentication.

To check if your FIV Auth certificate is activated, go to https://www.homeport.navy.mil/support/articles/activate-gov_auth-cert and follow the prompts. The site will either confirm your current activation or direct you to the appropriate NAVJSS website to activate your certificate.

PROPELLING TRANSFORMATION

PIC #2

To view and print the PR/PO Summary Report, click on the *Intermediate Screen for Grants/FBO* icon.

Click on the *PR Summary Report* tab

Tick the radio button next to *Single*

Additional selections will appear. Populate the box next to the Purchase Requisition number

Ensure the box next to *Create PDF* is ticked

Click on *Generate Report*

The screenshot shows the SAP web interface for the 'PR / PO Summary Report'. The breadcrumb trail is 'Intermediate Screen for Grants/FBO > Overview > PR Summary Report'. The left sidebar has a blue background with a tree view containing 'Intermediate Screen for SR...' and 'PR Summary Report'. The main content area has a title bar 'PR / PO Summary Report'. Below the title bar, the 'Report Type' section has two radio buttons: 'Multiple' and 'Single', with 'Single' selected and highlighted by a red box. The 'Purchase Requisition Number' field contains the value '1000010897' and is highlighted by a red box. Below this is the 'Purchase Order Number' field and a 'Generate Version List' button. The 'Purchase Order Version' is shown as a dropdown menu. Below that, the 'Create PDF' checkbox is checked and highlighted by a red box, while the 'Create Extract' checkbox is unchecked. At the bottom, the 'Generate Report' button is highlighted by a red box.

SAP

Back Forward History Favorites Personalize View Help

Personalization Home Intermediate Screen for Grants/FBO Purchasing Bid Evaluation Strategic Purchasing SRM Administration

Overview

Intermediate Screen for Grants/FBO > Overview > PR Summary Report

PR / PO Summary Report

Report Type: ☐ Multiple ☒ Single

Purchase Requisition Number: 1000010897

Purchase Order Number: Generate Version List

Purchase Order Version:

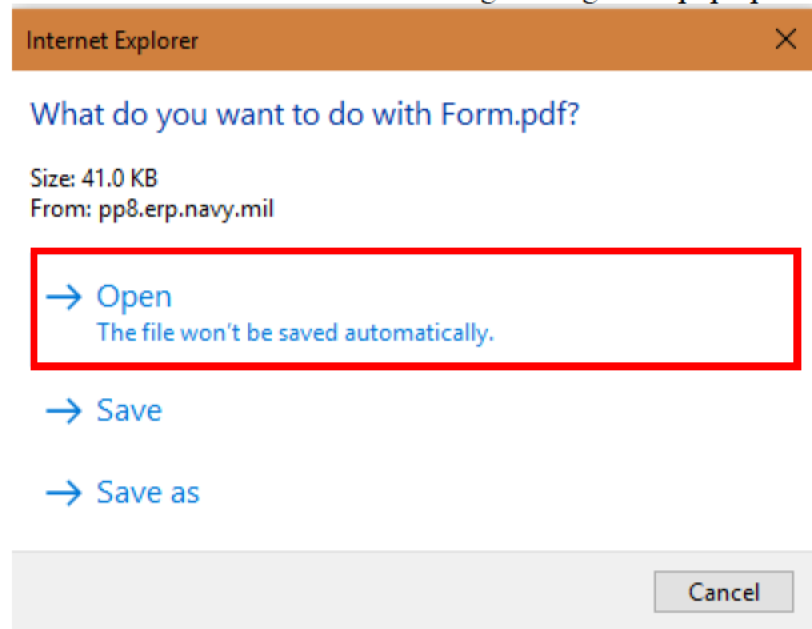
Create PDF ☒

Create Extract ☐

Generate Report

PIC #3

A window that contains the following message will pop up. Click on *Open*



PIC #4 (3 pages):*PAGE 1 of 3*

This is a copy of a PR/PO Summary Report. This will determine the PO creation.

03/21/2019 PR / PO SUMMARY REPORT - 1000010897 Page 1 of 3 pages

PR / PO Number 1000010897

PR / PO Status Approved

PR / PO Approval Date 02/26/2019

Title Instrumentation for Surface Engineered van der Waals Nano electronic Heterostructures

Award Number N/A

Related Award Number N/A

PI Last / First Name Hersam, Mark

Performer Name NORTHWESTERN UNIVERSITY

Performer Number 10222018

Performer Cage Code 39GV5

PO Last / First Name [REDACTED]

PO Office Code 312

PO Phone N/A

Acq / Grant Specialist N/A

Award Start Date N/A

Award End Date N/A

Requested Start Date 03/15/2019

Requested End Date 03/14/2020

PR Type NEW

Instrument Type N/A

Grant Tracking Number GRANT12666478

RFx Number N00014-18-S-F007

RFx Response Number 6000005905

Funding to be Obligated

CLIN SLIN ACRN APPN SBHD OBJ BCN SA AAA TT PAA Cost Code

0001 01 1791319 W1HZ 410 00014 0 050120 2D 000000 000027645351

Non Navy Funding

CLIN SLIN ACRN APPN SBHD OBJ BCN SA AAA TT PAA Cost Code Non Navy Station

N/A

WBS / Network

WBS / Network

Title

WBS / Network

Number

PE Amount Status Fund

Source

Material

Group

DURIP BS-900131.11030001000Y19 4119261103 739,851.00 Approved AGRT

Future Funding

Item Type Amount Start Date

N/A 0.00

Total Award Value (b) (4)

Total Obligated by this action (b) (4)

Basis for Selection EXT

Program Type DURIP

Short Work Statement:

Title: Instrumentation for Surface Engineered van der Waals Nano electronic Heterostructures Instrumentation for Surface Engineered van der Waals Nano electronic Heterostructures Objective: To acquire instrumentation for surface engineered van der waals Nano electronic Heterostructures Approach: PI will evaluate, procure and test the instrumentation. Once

PAGE 2 of 3

successfully tested, the instrumentation will be used to carry our research funded by multiple DoD agencies. SOW: PI will procure, install and test the requested instrumentation for proper operation in the relevant experimental settings objective: To acquire instrumentation for surface engineered van der Waals Nano electronic Heterostructures Approach: PI will evaluate, procure and test the instrumentation. Once successfully tested, the instrumentation will be used to carry our research funded by multiple DoD agencies. SOW: PI will procure, install and test the requested instrumentation for proper operation in the relevant experimental settings.

Program Notes:

FY19 DURIP Evaluation Sheet:1. The impact of the proposed equipment or instrumentation on research DoD funds, or plans to fund, and/or the likelihood that the proposed equipment or instrumentation will enhance current research capabilities or establish new research capabilities relevant to DoD areas of interest; Outstanding Comments: The proposal builds off of PI's previous ONR-funded work to fabricate and test a diverse range of surface engineered van der Waals Heterostructures, and is seeking instrumentation that will enable comprehensive electronic, magnetic, and optical characterization of these materials.2. The importance and priority to DoD missions of the research to be supported by the proposed equipment or instrumentation. Outstanding Comments: PI's team, funded under the ONR Nano electronics program, has made several breakthroughs in 2D materials and their Heterostructures. The requested instrumentation constitutes one comprehensive system that will allow automated transfer and simultaneous in situ characterization of their electronic, magnetic, and optical properties and maximizing the impact of their ONR-supported projects.3. The potential that the proposed equipment or instrumentation offers to enhance the institutions ability to educate future scientists and engineers through research conducted with the proposed equipment in disciplines important to DoD missions. Outstanding Comments: Northwestern University has an outstanding tradition and track record of carrying out DoD sponsored research projects. The proposed instrumentation will significantly enhance their capabilities in 2D materials research and contribute to training future DoD workforce. OVERALL RATING: Outstanding OVERALL COMMENTS: I strongly recommend funding of this DURIP proposal. FY19 DURIP Evaluation Sheet:1. The impact of the proposed equipment or instrumentation on research DoD funds, or plans to fund, and/or the likelihood that the proposed equipment or instrumentation will enhance current research capabilities or establish new research capabilities relevant to DoD areas of interest; Outstanding Comments: The proposal builds off of PI's previous ONR-funded work to fabricate and test a diverse range of surface engineered van der Waals Heterostructures, and is seeking instrumentation that will enable comprehensive electronic, magnetic, and optical characterization of these materials.2. The importance and priority to DoD missions of the research to be supported by the proposed equipment or instrumentation. Outstanding Comments: PI's team, funded under the ONR Nano electronics program, has made several breakthroughs in 2D materials and their Heterostructures. The requested instrumentation constitutes one comprehensive system that will allow automated transfer and simultaneous in situ characterization of their electronic, magnetic, and optical properties and maximizing the impact of their ONR-supported projects.3. The potential that the proposed equipment or instrumentation offers to enhance the institution's ability to educate future scientists and engineers through research conducted with the proposed equipment in disciplines important to DoD missions. Outstanding Comments: Northwestern University has an outstanding tradition and track record of carrying out DoD sponsored research projects. The proposed instrumentation will significantly enhance their capabilities in 2D materials research and contribute to training future DoD workforce. OVERALL RATING: Outstanding OVERALL COMMENTS: I strongly recommend funding of this DURIP proposal.

Internal Note:

N/A

Notes to Acquisition:

N/A

Notes to Financial Mgmt.:

N/A

Progress Notes:

N/A

Header Approval Note:

N/A

Special Requirements:

N/A

Grant Clearance Additional Inf.:

N/A

Date Signed:

07022018

PAGE 3 of 3

Vendor Proposal Number:
SP0050386

Animal, Human, rDNA Keywords 1 N/A

Animal, Human, rDNA Keywords 2 N/A

Animal, Human, rDNA Keywords 3 N/A

Animal Use N

Animal Human Use Objective:

N/A

Animal Human Use Approach:

N/A

Animal Type 1 N/A

Animal Type 2 N/A

Animal Type 3 N/A

Animal Type 4 N/A

Animal Type 5 N/A

Navy Addendum Number 1 N/A

Navy Addendum Number 2 N/A

Navy Addendum Number 3 N/A

Naval Research & Dev 1 N/A

Naval Research & Dev 2 N/A

Naval Research & Dev 3 N/A

Naval Research & Dev 4 N/A

National Marine Fisheries Serv. Permit N/A

Human Subject N

RDNA N

Stem Cell N

Conference Information:

N/A

Equipment Description:

N/A

Equipment Justification:

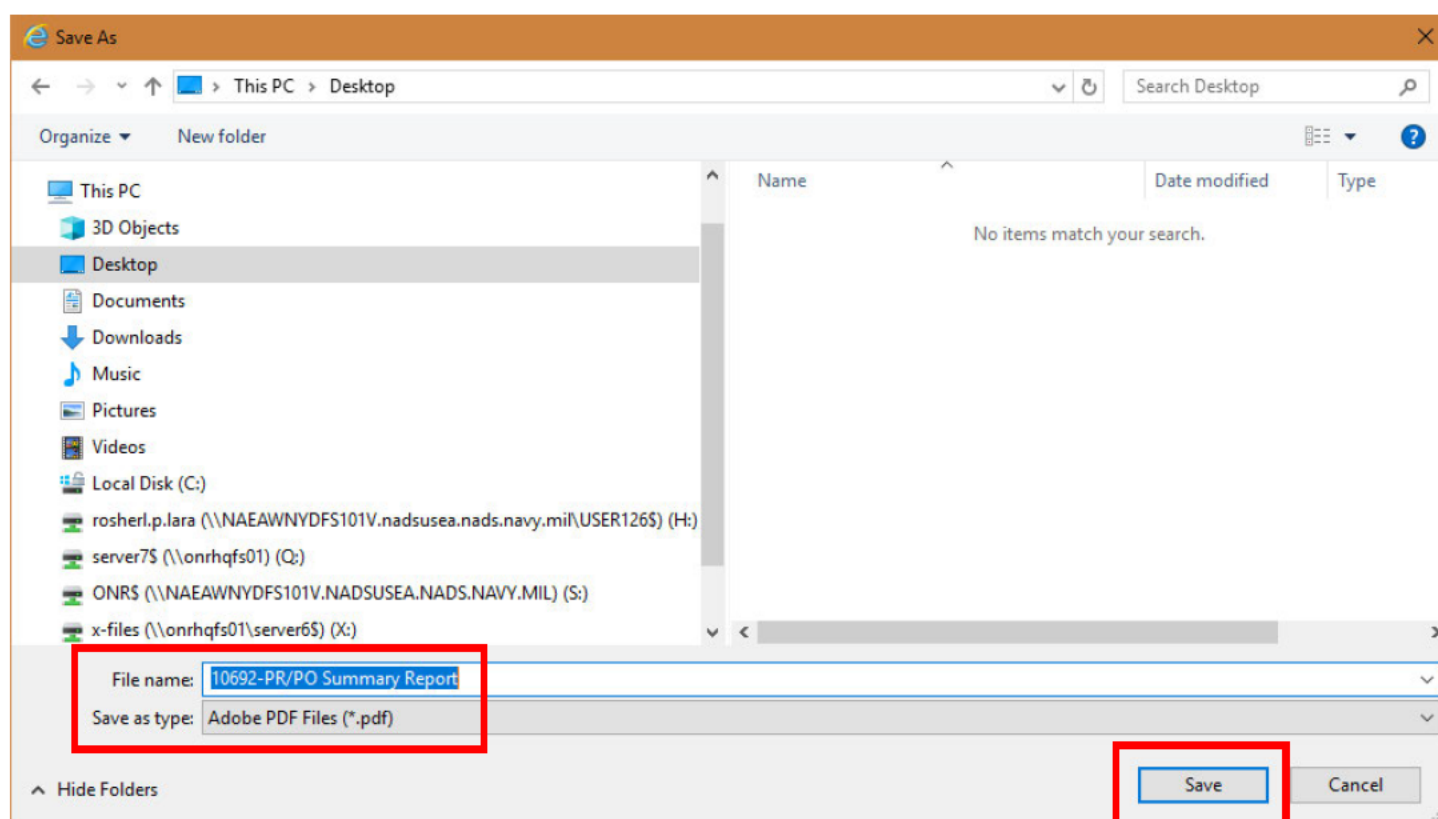
N/A

PIC #5

Click on the save icon on the left to save a copy of the PR/PO Summary Report.

**PIC #6**

Save a copy of the PR/PO Summary Report as a PDF using the last 5 digits of the Shopping Cart Number. This will need to be uploaded to PPS later after the PO has been created.



PIC #7

Click on the *Purchasing* tab on top icon

Do the same for *Purchasing* on the left side of the screen

Click on *All* next to Purchase Orders and

Carry Out Sourcing which is located at the bottom left

https://fhp9.erp.navy.mil/ - Purchasing - SAP NetWeaver Portal - Internet Explorer provided by DoD

SAP

Back Forward History Favorites Personalize View Help

Personalization Home Intermediate Screen for Grants/FBO **Purchasing** Bid Evaluation Strategic Purchasing SRM Administration

Overview

Purchasing > Overview > Purchasing

Purchasing

Workload Assignment

Work Overview

Purchasing

Work Overview

Purchasing

Services

Advanced Search

Central Functions

* Carry Out Sourcing

Active Queries

Purchase Orders **All (0)** Saved (670) Awaiting Approval (0) Rejected (175) Ordered (114) Confirmations pending (16854)

Shopping Carts **All (0)** Saved (28351) Awaiting Approval (28351) Public Templates (13) Recommended Items (13) POWL Refresh saved (0)

Purchase Order Responses **All (0)** Rejected by Supplier (0) Partially Confirmed (0) Unconfirmed Orders (0) Variance in Response (0) Confirmed by supplier (0) Noted By Supplier (0)

Confirmations **All (0)** Saved (0) Awaiting Approval (0) Approved (0) Rejected (0) Deleted (0) Confirmations for Team Carts (0)

Document Output Last 7 Days (122)

Purchase Orders - All

Hide Quick Criteria Maintenance

Number: To

Purchase Order Name:

Item Description:

Status:

Timeframe:

Creation Date: To

Purchasing Organization: To

Purchasing Group: To

Supplier:

Requestor:

Preferred Supplier:

Goods Recipient:

Product Category:

Including Product Category Hierarchy: ☐

Product ID:

Supplier Product Number:

Account Assignment Category:

Account Assignment Value:

[illegible]

PIC #9

The search result will bring up the Line Item info at the bottom
Highlight line items by selecting *Select All* button

https://hp9.erp.navy.mil/7NavigationTarget=navurl%3A%2F%2F107a230d3214f296b23f533bcd01061b&Exec - Internet Explorer provided by

Assign Sources of Supply: Step 1 (Select Requisition)

< Previous Next > Close System Info Create Memory Snapshot

1 Select Requisition 2 Assign Sources of Supply (No Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: 1000010897
 Item Description:
 Product:
 Requester:
 Purchasing Organization:
 Purchasing Group:
 Priority:
 Delivery Date Range:
 Delivery Date: To:
 DOD Priority Areas:
 Expansion / Renewal:
 Name of Requisition:
 Product Category:
 Supplier:
 External Requirement:
 Account Assignment Category:
 Account Assignment Number:
 Intended for Grouping:
 Include Locked Items:
 S&T Focus Area:
 Actual / Historical Item:
 Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Requisition Item Number	Confirmable Item Number	Description	Category	Qnty	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Based	Master Data
1000010897/1	0001	Proposal Amount	1	AU	CHAGAN BAATAR	03/15/2019	10222018	NORTHWESTERN UNIVERSITY				

PIC #10

Step 2 (Assign Sources of Supply): All item numbers should be highlighted in BLUE. The same Supplier Name should appear on all item numbers

After you have *Expanded All* and *Selected All*

Click on the *Create Draft* purchase order

Assign Sources of Supply: Step 2 (Assign Sources of Supply (1 Items))

1 Select Requisition 2 Assign Sources of Supply (1 Items) 3 Review Drafts (No Items) 4 Summary Screen (No Documents)

Select All Expand All Collapse All Change Refresh Propose Sources of Supply Create Draft Replace Item with Catalog Item Undo Replacement Submit to Grouping Remove Assign to My Purchasing Group

Requisition / Item Number	Document Name	Draft Type	External Item Number	Document Number	Item Number	Configurable Item Number	Description	Variant	Category Description	Priority	Quantity	Unit	Delivery Date	Supplier Number	Supplier Name
1000010897/1					0001		Proposal Amount			1	AU	03/15/2019	10222018		NORTHWESTERN UNIVERSITY
1000010897/2					000101		FY19 DURIP fully funded		GRANTS & ASSISTANCE	1	AU	03/15/2019	10222018		NORTHWESTERN UNIVERSITY

Related Services
Create New Supplier

PIC #11

Step 3 (Review Drafts): The “Local Purchase Order” is now created. Click on the *Transaction Type* Select *ZGRT: Grant Award* from the drop-down menu

Verify that only ONE Local Purchase Order line is created

Click on *Edit Selected Drafts* at the top

Note the *Smart Number (Grant Number)* and *Purchase Order Number* onto the PR/PO Summary Report

Click *Save*

https://hpl.erp.navy.mil/NavigationTarget=navurl%3A%2F%2F07a230d3214f296b23f133bcd07061b8d5ec - Internet Explorer provided by

Assign Sources of Supply: Step 3 (Review Drafts (1 Items))

Previous Next Process All Drafts Close Process Selected Drafts **Edit Selected Drafts** System Info Create Memory Snapshot

1 Select Requisition 2 Assign Sources of Supply (No Items) **3 Review Drafts (1 Items)** 4 Summary Screen (No Documents)

▼ Created Drafts

Change Selected Draft To Remove

Draft Name	Draft Type	Supplier Number	Supplier	Transaction Type
Local Purchase Order1 1061137463 03/21/2	Purchase Order	10222018	NORTHWESTERN UNIVERSITY	ZGRT: Grant Award

Details of Selected Drafts Local Purchase Order1 1061137463 03/21/2

Remove Expand All Collapse All

Requisition / Item Number	Configurable Item Number	Description	Category	Quantity	Unit	Supplier Number	Supplier Name	Info Record	Net Price	Gross Price	Currency
1000010897 / 1	0901	Proposal Amount		1	AU	10222018	NORTHWESTERN UNIVERSITY			0.00	USD
1000010897 / 2	0901.01	FY19 DURSP fully funded	AGRT	1	AU	10222018	NORTHWESTERN UNIVERSITY		0.00 per 1 AU	0.00	USD
1000010897 / 3	0901.01	0001.01.COST	AGRT	1	AU				739.851.00 per 1 AU	739.851.00	USD

PIC #12

Your PO is now created! Note the *Smart Number (Grant Number)* and *Purchase Order Number* onto the PR/PO Summary Report

Each tab (Overview, Header, Items, Notes and Attachments, Approval, Tracking) will need to be reviewed for accuracy, corrections, and missing data.

You now have a Purchase Order Number starting with 472. Purchase Order type should be “Grant Award.” Status should read “Approved.” Total Value (Gross) should match your SF424 page 2. Smart Number is your grant number and it should start with N00014-19-1-XXXX (there will be numbers where the X is).

The first set of info is “Notes” and the second set is “Attachments.” When in edit mode, the “Add” button allows you to add Notes or Attachments. The “Blue” words are hyperlinks.

To add “Notes” to page 5 of the grant award, while in “Edit” mode go to “Notes” section and “Add” a “Special Requirements” box. You can type or cut and paste info into text box and it will appear on page 5.

Specialist should review attachments for completeness and accuracy.

Reviewer should ensure that the MS Word file for PR/PO, SAM, FAPIIS, and EDA documents are all uploaded to PPS before award execution.

Display Purchase Order

Print Preview | Check | Close | Export | System Information | Create Memo or Snapshot | Related Links

Funds Management posting date is later than the delivery date (Item 0000000001)
 Funds Management posting date is later than the delivery date (Item 0000000002)
 Purchase order with document number 4720000000 has been saved

Purchase Order Number: 4720000000 | **Purchase Order Type: Grant Award** | Status: **Saved** | Document Date: 05/09/2019 | Total Value (Gross): 328,995.00 USD | Smart Number: N00014-19-1-2413 | Supplier: AUBURN UNIVERSITY

Overview | Header | Items | Notes and Attachments | Approval | Tracking

General Header Data

Smart Number: N00014-19-1-2413
 Purchase Order Number: 4720000000

Note to Supplier:

Internal Note:

Supplier: 1009565 AUBURN UNIVERSITY
 Requester: 6415 Kimberly Bearden
 Recipient: 6415 Kimberly Bearden
 Location: 2483 OFFICE OF NAVAL RESEARCH
 Ship To Address: 2831 Office of Naval Research HQ
 Purchasing Organization: EXECUTIVE DIRECTOR FOR ACQUISITION MG
 Purchasing Group: VANESSA ASHMOOR Show Members
 Total Value (Net): (b) (4) USD

Item Overview

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Item Type	Total Value	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
0001		1		Base		1	AL	0.00	USD	0	0.00		Online		(b) (4)			01/07/2019		

PIC #13

Below is the SAM home page. Click on *Search Records* icon at bottom right.

System for Award Management (SAM) home page screenshot. The page includes a navigation bar with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, HELP. A "Log In" button is present in the top right corner. Below the navigation bar, there are alerts and a section titled "Getting Started" with three main options: "Create A User Account", "Register Entity", and "Search Records". The "Search Records" option is highlighted with a red box. At the bottom, there is a GSA logo and a list of links including Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/LAE, GSA.gov, and USA.gov.

SEARCH RECORDS

Getting Started

Create A User Account

Start by creating a SAM user account.

Register Entity

After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records

Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

GSA

IBM-P-20190315-1318
WWW3

Search Records
Data Access
Check Status
About
Help

Disclaimers
Accessibility
Privacy Policy

FAPIIS.gov
GSA.gov/LAE
GSA.gov
USA.gov

PIC #14

Populate *either* the DUNS or CAGE Code
Click *Search*

The screenshot shows the SAM.gov search page. The browser address bar displays <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>. The page header includes the SAM logo and a navigation bar with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A banner at the top right says "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." with a "Log In" button and a link to "Login.gov FAQs".

Below the navigation bar, there are two alerts:

- ALERT - June 11, 2018:** Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.
- SAAM.gov will be down for scheduled maintenance Saturday, 04/12/2019, from 8:00 AM to 2:00 PM (EDT).**

The main section is titled "Search Records" and includes "Search Tips to Get Started":

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOIU information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Below the tips, there is a section titled "Choose Quick Search or Advanced Search". It contains two search options:

- QUICK SEARCH:** Includes a text input field "Enter your specific search term" with an example "(Example of search term includes the entity's name, etc.)". Below this are two highlighted input fields: "DUNS Number Search: Enter DUNS number ONLY" and "CAGE Code Search: Enter CAGE code ONLY". A red box highlights these two fields. Below them is a "SEARCH" button, also highlighted with a red box, and a "Need Help?" link.
- ADVANCED SEARCH:** Includes the text "Use specific criteria in multiple categories to structure your search." and three buttons: "ADVANCED SEARCH - ENTITY", "ADVANCED SEARCH - EXCLUSION", and "DISASTER RESPONSE REGISTRY SEARCH".

The footer of the page includes links for "Search Records", "Data Access", "Disclaimers", "Accessibility", "FAPIS.gov", and "GSA.gov/IAE".

PIC #15

SAM search results will provide data.

NOTE: It is imperative to note the that there are NO Active Exclusions and the Expiration Date has not lapsed.

Ensure you are verifying the correct Entity.

Click on View Details to expand the selection for more information.

[View assistance for SAM.gov](#)

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 04/13/2019, from 8:00 AM to 2:00 PM (EDT).

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE:** Please read this important message when searching for exclusion records.

Quick Search Results

[Clear Search](#)

Total records: 1 [Save PDF](#) [Export Results](#) [Print](#)

Result Page: 1 Sort by [Relevance](#) Order by [Descending](#)

FILTER RESULTS

By Record Status

☒ Active
☐ Inactive

By Record Type

☐ Entity Registration
☐ Exclusion

[Apply Filters](#)

Your search returned the following results...

Entity	University of South Florida	Status: Active
DUNS: 069687242	CAGE Code: 1F202	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 03/31/2020	Debt Subject to Offset?: No	
Purpose of Registration: All Awards		

Result Page: 1 [Save PDF](#) [Export Results](#) [Print](#)

[Search Records](#) [Disclaimers](#) [EAPHS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)

PIC #16

Take a screenshot, copy and paste onto MS Word document and save as a PDF by clicking the “Save PDF” button below. The document should be saved to a temporary file to be uploaded to the PPS award file after the FAPIIS and EDA has been consolidated into the file.

This is an example of what your document should look like.

Regents Of The University Of California, The DUNS: 124726725 CAGE Code: 50853 Status: Active Expiration Date: 02/26/2020 Purpose of Registration: All Awards		1608 4th St Ste 220 Berkeley, CA, 94710-1749 , UNITED STATES
Entity Overview		
Entity Registration Summary		
Name: Regents Of The University Of California, The Doing Business As: University Of California, Berkeley Business Type: Business or Organization Last Updated By: Noam Pines Registration Status: Active Activation Date: 02/26/2019 Expiration Date: 02/26/2020		
Exclusion Summary		
Active Exclusion Records? No		

PIC #17

In order to get to the FAPIIS window, click on FAPIIS.gov on the bottom right hand corner of the page on the SAM Quick Search Results page.

[View assistance for SAM.gov](#)

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 04/13/2019, from 8:00 AM to 2:00 PM (EDT).

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE:** Please read this important message when searching for exclusion records.

Quick Search Results

[Clear Search](#)

Total records: 1 [Save PDF](#) [Export Results](#) [Print](#)

Result Page: 1 Sort by: [Relevance](#) Order by: [Descending](#)

FILTER RESULTS

By Record Status

☒ Active

☐ Inactive

By Record Type

☐ Entity Registration

☐ Exclusion

[Apply Filters](#)

Your search returned the following results...

Entity	Status
University of South Florida DUNS: 069687242 Has Active Exclusion?: No Expiration Date: 03/31/2020 Purpose of Registration: All Awards	Active CAGE Code: 1Fa02 DoDAAC: Debt Subject to Offset?: No View Details

Result Page: 1 [Save PDF](#) [Export Results](#) [Print](#)

[Search Records](#) [Disclaimers](#) [FAPIIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.GOV/LAB](#)

PIC #18

This is what the FAPIIS search page should look like.

Populate one of the boxes provided on the below by entering the DUNS, CAGE *or* Entity Name.

FAPIIS
Federal Awardee Performance and Integrity Information System

Home Data Reports Help Policy

User Resources

- [General Definitions](#)
- [FAPIIS-PA Datasources](#)
- [Limitation on Permissible Use of Dun & Bradstreet, Inc. \(D&B\) Data](#)

Search FAPIIS Records

FAPIIS Search Instructions

DUNS ⓘ

CAGE ⓘ 5 character, alpha-numeric

Entity Name ⓘ Begins with 40 characters max. w/selected 'Option'

[Accessibility/Section 508](#)

PIC #19

Below is the FAPIIS search results page. Capture a screenshot and save it to Microsoft Word to upload to PPS. Below is how you should ordinarily see the page. There will be occasions when there are different answers below. If any of the Record column indicate *Yes*, please contact Veronica Lacey or Vanessa Seymour for further guidance.

FAPIIS Federal Award Performance and Integrity Information System

Home Data Reports Help Policy

Search Results [Back](#)

Entity: UNIVERSITY OF SOUTH FLORIDA
DUNS: 069687242
CAGE: 1F202
Date FAPIIS search conducted: 04/08/2019 17:36:03

[View Corporate Relationships](#)

FAPIIS Data	Records	Count
Administrative Agreement	No	0
Defective Pricing	No	0
DisD Determination of Contractor Fault	No	0
Information on Trafficking in Persons	No	0
Non-Responsibility Determination	No	0
Recipient Not-Qualified Determination	No	0
Subcontractor Payment Issues	No	0
Termination for Cause	No	0
Termination for Default	No	0
Termination for Material Failure to Comply	No	0

Proceedings Information as Entered by the Entity in SAM.gov

- Question: Does your business or organization (represented by the DUNS number on this specific Entity Management section of SAM record) have current active Federal contracts and/or grants with total value (including an awarded/unexercised options) greater than \$10,000,000?
***Contractor Response **Yes**
- Question: Within the last five years, has your business or organization (represented by the DUNS number on this specific Entity Management section of SAM record) and/or any of its principals, in connection with the award to or performance by your business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?
***Contractor Response **No**

SAM Exclusion Data

*** No matching Performance Information section of SAM records were found based on the search criteria information we have. You may want to search the Performance Information section of SAM directly at <https://www.sam.gov> and use the 'Advanced Search' option to locate the entity of interest.

[Print](#)

PIC #20

Click on the Contract Notification Link



Department of Defense
Electronic Document Access
UNCLASSIFIED - For Official Use Only

Document Selection Screen

Robert L. Lane (Logout)
Today is May 02, 2019
EDA User's Guide

Document Selection

Select one of the following search options:

[Contracts](#)
[Contract Close Notifications](#)
[Warrants](#)
[SF44s](#)

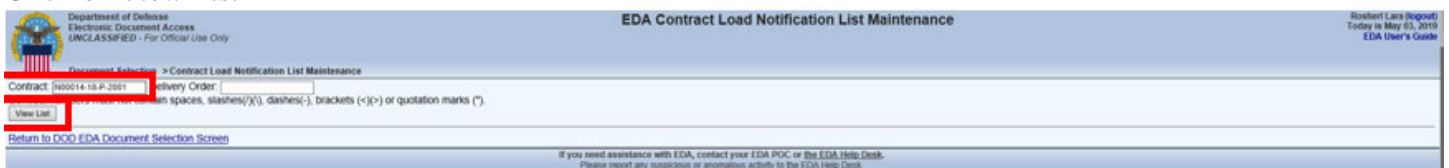
[Contract Load Notification](#)
[CDR Reports](#)

Items of Interest: [Summary of Changes](#) [Known Issues](#) [EDA Tips](#)

PIC #21

Enter the *Grant Number* on the box provided

Click on *View List*



Department of Defense
Electronic Document Access
UNCLASSIFIED - For Official Use Only

EDA Contract Load Notification List Maintenance

Robert L. Lane (Logout)
Today is May 03, 2019
EDA User's Guide

Document Selection > Contract Load Notification List Maintenance

Contract: H00014-18-P-2001 Delivery Order:

Contract number may contain spaces, slashes (/), dashes (-), brackets (<>) or quotation marks ("").

[View List](#)

[Return to DOD EDA Document Selection Screen](#)

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.

PIC #22

Populate the necessary information on the table (*e-mail address, first name and last name*)

Check the *box* to notify this single list for all contract activity including notifications and delivery orders.

Otherwise the POC's listed will not receive a notification.

Click on *submit*

A message that states *Last Updated on... By:...* on the bottom of the table will appear

Take a screenshot copy to word document and convert to PDF to upload in the PPS Award File

Welcome messages sent.

There are [1 notification lists](#) for this contract. Since you have indicated you want a single notification list for this contract, you may want to consider updating complete.

Contract: Delivery Order:

Contract numbers must not contain spaces, slashes(/)\, dashes(-), brackets (<)> or quotation marks (").

E-mail addresses below will be automatically notified when EDA loads a base contract, modification, or delivery order for Contract N000141912

☒ check this box to notify this single list for all contract activity including modifications and delivery orders.

	<u>E-Mail Address (*required)</u>	<u>First Name</u>	<u>Last Name</u>	<u>Organization</u>
1	mdasta@berkeley.edu	Mark	Asta	
2	WILLIAM.M.MULLINS@NAVY.MIL	William	Mullins	
3	dweldon@berkeley.edu	David	Weldon	
4				New Entry
5				New Entry
6				New Entry
7				New Entry
8				New Entry

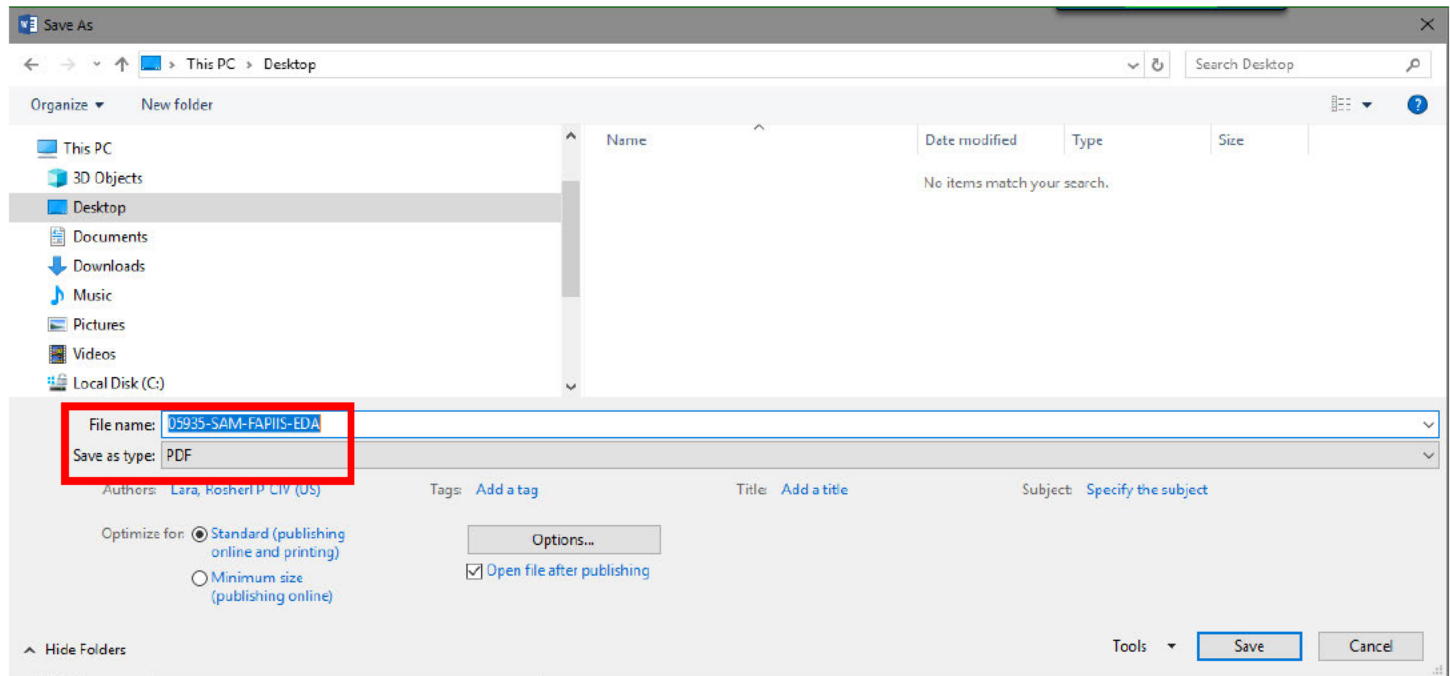
Last updated on: April 30, 2019 08:57 by veronica.lacey@navy.mil

- Using the text boxes above, add new or edit existing addressees as necessary.
- You may add up to 5 new addressees at a time. New addressees and edits to existing addressees are not saved until you click the Submit button.
- Each new addressee added to the target list will automatically receive a [welcome message from you](#).
- When finished, click the Submit button to save your data.

PIC #23

To ensure a standardized naming convention, save the file and utilize the last 5 digits of the PO number (example: 05935-SAM-FAPIS-EDA.pdf)

Upload in the PPS Award File



PIC #24

Uploading the following documents to PPS:

- EDA-FAPIIS-SAM
- PR/PO Summary Report

Click on the *Purchasing Tab* icon located on top of the page

Click on *Purchasing* located on the left side of the screen

Click on the *All* link next to Purchase Orders. The Purchase Order Name box will already be pre-populated with the Smart/Grant number since the PO has already been created

Scroll down at the bottom of the page and click on the *PO number link*

The screenshot displays the SAP Purchasing Overview interface. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. The main navigation pane on the left shows the 'Purchasing' tab selected. The central area is titled 'Active Queries' and lists various query counts: Shopping Carts (All (7), Saved (0), Awaiting Approval (0), Public Templates (0), Recommended Items (0), PCOM, Refresh saved (0)), Purchase Orders (All (0), Saved (2), Awaiting Approval (0), Rejected (0), Ordered (0), Confirmations pending (0)), and Confirmations (All (0), Rejected by Supplier (0), Partially Confirmed (0), Unconfirmed Orders (0), Variance in Response (0), Confirmed by supplier (0), Noted By Supplier (0)). Below this, the 'Purchase Orders - All' section is active, showing a search form. The 'Purchase Order Name' field is pre-populated with 'N00014-19-1-2413' and is highlighted with a red box. Other fields include Item Description, Status, Timeframe, Creation Date, Purchasing Organization, Purchasing Group, Supplier, Requestor, Preferred Supplier, Goods Recipient, Product Category, Including Product Category Hierarchy, Product ID, Supplier Product Number, Account Assignment Category, Account Assignment Value, Delivery Date, Company, Contract Number, Location, Requirement Number, Only with Change Version, Smart Number, Program Officer First Name, Program Officer Last Name, Program Officer Email, Principal Investigator First Name, Principal Investigator Last Name, Principal Investigator Email, PPS CAGE Code, PPS DUNS Number, and PPS DUNS Extension. The form has 'Apply' and 'Clear' buttons at the bottom.

PIC #25

Scroll down at the bottom of the page and click on the PO number link

PPS DUNS Number:

PPS DUNS Extension:

View: [Standard View]

Purchase Order Number	Pu
4720005935	NO
4720005935	NO
4720005935	NO

PIC #26

Go to the Notes and Attachments tab
Click on Edit

Display Purchase Order

Purchase Order Number: 4720005935 Purchase Order Type: Grant Award Status: Saved Document Date: 05/09/2019 Total Value (Gross): (b) (4) Smart Number: N00014-19-1-2413 Supplier: ALBURN UNIVERSITY

Overview Header Items **Notes and Attachments** Approval Tracking

Notes

Assigned To	Category	Text Preview
Item01"Base"	Internal Note	Mike Shlesinger, 51N YP, 24 Months.
Item01"Base"	Date Signed	01/31/2018
Item01"Base"	Grants Gov Number	GRANT12702365
Item01"Base"	Program Notes	This work will include diagnostics of 3D printed materia...
Item01"Base"	Short Work Statement	Almost all physical systems possess nonlinearity in thei...

Attachments

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size
Document Header	Standard Attachment	SAM FAPIS EDA	05935-SAM FAPIS EDA.docx	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	265
Position01"Base"	Standard Attachment	N00014-19-S-F009	N00014-19-S-F009.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	253
Position01"Base"	Standard Attachment	-GRANT12702365-20180831_203251_Merged.pdf	-GRANT12702365-20180831_203251_Merged.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	5402
Position01"Base"	Standard Attachment	GRANT12702365RROtherProjectInfo14ProjectNarrativeAttachments1237	GRANT12702365RROtherProjectInfo14ProjectNarrativeAttachments1237enYpTechProp.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	5007
Position01"Base"	Standard Attachment	GRANT12702365RROtherProjectInfo14AbstractAttachments1236onrAbst	GRANT12702365RROtherProjectInfo14AbstractAttachments1236onrAbst.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	52

PIC #27

This will take it out of the edit mode and the Add Attachment button will now be clickable

Change Purchase Order

Read Only | Order | Save | Print Preview | Check | Close | Export | Import | Park | Delete | System Information | Create Memory Snapshot | Related Links

Purchase Order Number: 4720005935 | Purchase Order Type: Grant Award | Status: Saved | Document Date: 05/09/2019 | Total Value (Gross): (b) (4) | Smart Number: N00014-15-1-2413 | Supplier: AUBURN UNIVERSITY

Overview | Header | Items | **Notes and Attachments** | Approval | Tracking

Notes

Add | Clear

Assigned To	Category	Text Preview
Item01"Base"	Internal Note	Mike Shiesinger, 61N YP, 24 Months
Item01"Base"	Date Signed	08312018
Item01"Base"	Grants Gov Number	GRANT12702365
Item01"Base"	Program Notes	This work will include diagnostics of 3D printed materia...
Item01"Base"	Short Work Statement	Almost all physical systems possess nonlinearity in thei...

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out	Type	Size
Document Header	Standard Attachment	SAM F/PIBS.TDA	06035-SAM F/PIBS.ED.docx	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	docx	265
Position1"Base"	Standard Attachment	N0014-18-S-F009	N0014-18-S-F009.pdf	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	pdf	253
Position1"Base"	Standard Attachment	-GRANT12702365-20180831_203251_Merged.pdf	-GRANT12702365-20180831_203251_Merged.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	6402
Position1"Base"	Standard Attachment	GRANT12702365RROtherProjectInfo14ProjectNarrativeAttachments1237	GRANT12702365RROtherProjectInfo14ProjectNarrativeAttachments1237enYpTechProp.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	6007
Position1"Base"	Standard Attachment	GRANT12702365RROtherProjectInfo14AbstractAttachments1236onrAbstract.pdf	GRANT12702365RROtherProjectInfo14AbstractAttachments1236onrAbstract.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	52

PIC 28

Click on *Browse...* and pick the appropriate file that needs to be uploaded to PPS

Click *Ok*

Add Attachment



Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: **Browse...**

Description:

*Assign To: ▼

Visible Internally only: ☒ Keep this attachment internal

OK

Cancel

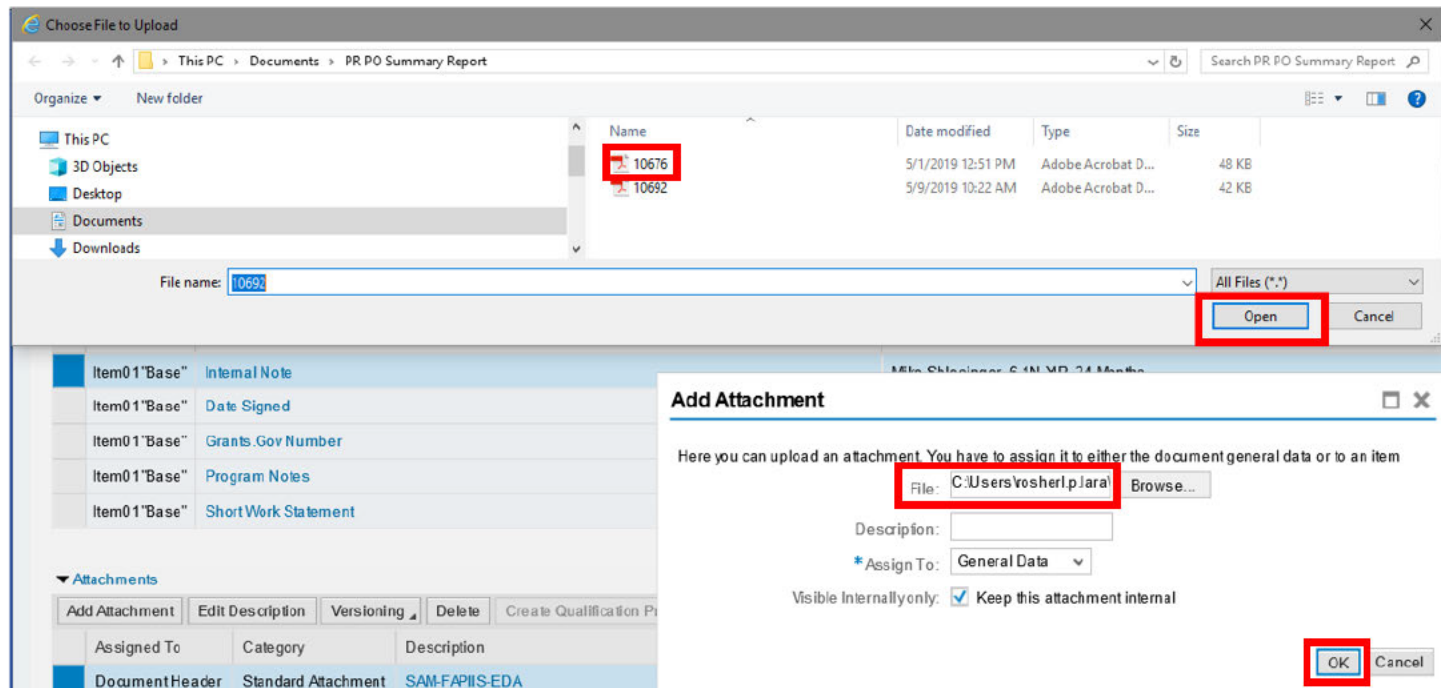
PIC #29

Click on the PO/PR Summary Report *PDF file* that you want to upload

Click *Open*

The box next to File will be populated

Click *Ok*

**PIC #30**

The uploaded PDF file will now appear under the Attachments column as a confirmation that the file has been uploaded successfully

